



Important Information for Subsidized Child Care Providers

New Subsidy Payment Process

In 2011, North Carolina will start using Subsidized Early Education for Kids (SEEK), a new attendance reporting and payment delivery system for the Subsidized Child Care Program. Your current subsidy payment process will stay the same until the new SEEK system is fully implemented in your county.

Overview of Attendance Reporting and Payment Delivery System

- Point of Service (POS) machines will be installed in child care facilities that provide care for children receiving subsidy. There will be no cost to providers for the installation and maintenance of the machines.
- Parents receiving subsidy will be issued a magnetic stripe card (see right) that contains family specific information. The card will be used by the parent to record attendance through the POS machine.
- Providers will be paid by the State twice per month after full implementation of SEEK.
- Payments will be made by direct deposit to the provider's designated checking or savings account.



(front of magnetic striped card issued to parents)

Things To Do Now

- Decide on the best location for the POS machine which must connect to an electrical outlet. The machine is the size of most retail credit card swipe machines and should be placed in an area where parents have easy access during arrival and departure.
- Have a telephone landline or cable internet connection available in the area where you want to place the POS machine. If you do not have a landline or cable internet, you should contact your local telephone or cable company to have one installed prior to the installation of the POS machine. The installation and monthly bill for the telephone landline or cable internet will be at your expense.

What To Do Later

- Establish a bank account if you do not have one. All providers must have a checking or savings account for direct deposit.

More to Come From the Division of Child Development

You will be notified of the following:

- Due dates for things to do.
- Dates for training sessions about SEEK and the use of POS machines.

Note: You can access ongoing updates about SEEK at the Division of Child Development's web site at <http://ncchildcare.dhhs.state.nc.us>.